

TOWN OF HOPKINTON
REQUEST FOR QUALIFICATIONS – ENGINEERING SERVICES

The Town of Hopkinton, NH is currently soliciting Qualification Statements for general engineering services to assist as needed the Department of Public Works in the design of solutions for municipal projects, environmental permitting, and construction observation services.

Specifications may be obtained at the Town Hall, 330 Main Street, Hopkinton, NH 03229 or at www.hopkinton-nh.gov. Proposals are due by May 3, 2012 at 3:00 p.m. Proposals must be sealed and clearly marked "Highway Engineering RFQ".

The Town reserves the right to reject any and all proposals, to award proposals in whole or in part, waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the Town.



Town of Hopkinton, NH

Office of the Select Board

330 Main Street, Hopkinton, NH 03229-2627

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REQUEST FOR QUALIFICATIONS STATEMENT TOWN OF HOPKINTON GENERAL ENGINEERING SERVICES

Date of Issuance: April 12, 2012

Deadline for Submission: May 3, 2012

The Town of Hopkinton, NH is soliciting Qualification Statements for general engineering services to assist the Department of Public Works in the design of solutions for municipal projects, environmental permitting, and construction observation services.

SCOPE OF WORK

The consultant will perform work on a contractual, as-needed basis. The types of services may include:

- Design improvements of roadways and intersections,
- Drainage analysis,
- Design of improvements, replacement, or new drainage systems, culverts,
- Evaluation of existing municipal utilities including water and sewer,
- Erosion control,
- Federal, State, and Local Permitting,
- Bidding assistance,
- Construction observation and monitoring.

The scope of services may consist of preparation of bid specifications, developing opinions of construction costs, budgeting assistance, funding assistance, contractor submittal reviews, contractor invoice review. Additionally, the scope of services may include site field visits, providing written recommendations and reports of findings, attendance at public meetings, making presentations, and interfacing with State and Federal agencies on behalf of the Town.

A short list of respondents may be asked to make a presentation to the Town. Selection will be based on professional qualifications and experiences.

The criteria for selection will be primarily based upon qualifications, experience, references, and quality of the RFQ response, and a determination as to the overall ability of the chosen firm to professionally assist the Town of Hopkinton in multiple engineering disciplines.

SUBMITTAL REQUIREMENTS

Firms submitting Qualification Statements shall be Registered Professional Engineers in the State of New Hampshire.

Qualification Statements must contain no reference to fees.

The Qualification Statements shall include the names and resumes of the project manager and principal-in-charge and key personnel who may be employed on Town projects.

The Qualification Statement shall identify the official contact of the proposer and email address as the Town may use email for official communications regarding this RFQ.

Qualification Statements should provide a list of specific projects and activities performed by key personnel that demonstrates competency in as many aspects of the scope of services as possible.

Qualification Statements shall include the names and contact information for at least five (5) municipal clients.

Consultants shall demonstrate that they have adequate financial resources for performance; have the necessary experience, organization, technical qualifications, skills, and facilities; are able to provide services in a timely manner; and have a satisfactory record of performance.

Costs incurred in the preparation of any response to this RFQ shall be the sole responsibility of the firm.

Questions regarding this Request for Qualifications should be addressed to John Thayer, Highway Superintendent, Town of Hopkinton, 330 Main Street, Hopkinton, NH 03229.

It is requested that the interested firms submit four (4) copies of the Qualification Statements that incorporates the requirements set forth herein to:

Highway Engineering RFQ
Town of Hopkinton
330 Main Street
Hopkinton, NH 03229

All submissions shall be received by 3:00 p.m. on May 3, 2012.